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		16 February 1984
	MEMORANDUM FOR	R: Deputy Director for Administration
	FROM:	Daniel C. King Director of Logistics
25 <b>X</b> 1	SUBJECT:	Report of Significant Logistics Activities for Period Ending 16 February 1984
	1. Progress	s Report on Tasks Assigned by the DCI/DDCI:
25 <b>X</b> 1	No tasks	s assigned during this reporting period.
	2. Items or the Prec	Events of Major Interest that have Occurred During beding Week:
25 <b>X</b> 1	second Quality a total of 208 employees. Th least two to t with the first	Lity Circle Activities: On 9 February 1984, the Circle Assessment Survey was administered to Printing and Photography Division (P&PD), OL, he results of the survey will not be known for at three weeks. The second survey will be compared (November 1982) to determine if there has been any mange in employee attitudes.
25X1 25X1	Study: along with committee that and printing p any, duplicati respective act	from OTS have been named from P&PD to a joint will conduct a staff study of P&PD and OTS graphic production support functions and determine what, if on of effort exists, with a view towards rationalizing ivities prior to the OTS move to the new Headquarters ORT. The first meeting of the study group is set
25 <b>X</b> 1	for 21 Februar	ry 1984 at 1330 hours.
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d. Meeting with Overseas Security Branch (OSSB), Office Security (OS):  of OSSB/OS concerning the stocking of additional iter in Allocation 91. They have been tasked with providing security type items to overseas stations and bases.  explainmow OL could be of assistance. Overall, the meeting was extrementable of the parties and rapport has been established the will be of future benefit to both OS and OL.  e. System Responsiveness: During the past week, system availability and terminal response time has been unsatisfactory some terminals have been unavailable for over 35 percent of the vork period, thus creating backlogs and bottlenecks in requisition processing and stock replenishment actions.  g. Depot Study: On 13 February 1984, the Joseph stock period, thus creating backlogs and bottlenecks in requisition processing and stock replenishment actions.  g. Depot Study: On 13 February 1984, the Joseph stock period, thus creating backlogs and bottlenecks in requisition processing and stock replenishment actions.  g. Depot Study: On 13 February 1984, the Joseph stock period of the study will include concerning the processing of potential directions, i.e., a reconfigured Depot or diditional structures on the present location and an orderly processing the processing of the processing period of the study will include concerning the process of the period of a ribbon accompanied the Dif Logistics to the period of a ribbon autting ceremony employees of the period occupants will be moved into the diministration Building.	SUBJECT:	Report of Significant Logistics Activities for Period Ending 16 February 1984
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uministration Building.	Beginning	20 February, the final occupants will be moved into the
	Administra	cion building.
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25 <b>X</b> 1	SUBJECT: Report of Significant Logistics Activities for Period Ending 16 February
25X1	i. <u>OL Wang Installation</u> : On 15 February 1984, Wang hard- ware installation for both the OL and LIMS systems began in the Building. Software installation will begin on 21 February
25X1	and the system should be in operation by 24 February 1984.
25 <b>X</b> 1	j. Moving and Storage: On 7 February 1984, it was learned that was going out of business. The Agency has over 33,000 pounds (20 families)
25 <b>X</b> 1	of property at this facility. Arrangements were made with
23 <b>A</b> I	Charter and transport it to their facility. began this
25X1	charter and transport it to their facility began this process on 9 February and hopes to finish by 15 February. So far, all furniture has been accounted for and is in satisfactory con-
25X1	dition.
25 <b>X</b> 1	k. Quality of Life: The electricians have completed upgrading the lighting for the gymnasium, Room BE48, and the hallway, Headquarters Building, for the Office of Medical Services.
	l. Stripping and Waxing of Floors: Arrangements were made with the Building Manager, McLean Field Office, General Services Administration (GSA), to contract for J & L Janitorial Service, Incorporated, to strip and wax the corridors on the ground and first floors of Headquarters Building. This work commenced the evening of 9 February 1984 from 1700 to 2300 hours and is scheduled to be completed by 24 February 1984. The GSA labor force is presently performing this same work on floors 2 through 7.
25 <b>X</b> 1	
	m. New Building Bid Package: At last report, 20 requests for the first construction bid package had been received by GSA. The first site visit for potential bidders was held at Headquarters on 15 February 1984. A pre-bid meeting is scheduled at GSA
25 <b>X</b> 1	on 16 February 1984.
	n. New Building Road Alternatives: A meeting of the CIA Traffic Advisory Committee is scheduled for the evening of 21 February 1984 at the McLean Community Center. The purpose of the meeting is to reduce the number of alternative road improvements under study to no more than three. If successful, another meeting in late March or early April should result in one recommended design
25 <b>X</b> 1	for implementation.

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	SUBJECT:	Report of Significant Logistics Activities
25X1		for Period Ending 16 February 1984

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3. Significant Events Anticipated During the Coming Week:

None.	
	Daniel C.\King

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- 1. New Building Project: At last report, 20 requests for the first construction bid package had been received by General Services Administration (GSA). The first site visit for potential bidders was held at Headquarters on 15 February 1984. A pre-bid meeting is scheduled at GSA on 16 February. (Sometime in the P.M.)
- 2. New Building Project: A meeting of the CIA Traffic Advisory Committee is scheduled for the evening of 21 February 1984 at the McLean Community Center. The purpose of the meeting is to reduce the number of alternative road improvements under study to no more than three. If successful, another meeting in late March or early April should result in one recommended design for implementation.